

Youth Services Policy A.2.4 Awards and Recognition

Deputy Secretary's Award of Excellence/Distinguished Services
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Unit Name: _____ Date: _____

Unit Head: _____

Employee Name: _____

Employee Job Title: _____ ISIS/HR No.: _____

This employee is being nominated for:

☐ Award of Excellence ☐ Distinguish Service Award

1. Does this employee currently have an overall PPR rating of "Achieves Expectations" or higher?

☐ Yes ☐ No
2. Awards of Excellence - What outstanding qualities and work ethics promoting the mission, vision, and philosophy of Youth Services have the employee or group of employees exhibited which resulted in a major benefit to the agency? *Please explain and provide any available documentation. Please include this question on the first line.*
3. Distinguished Service Award - Has this employee or group of employees acted courageously to protect life or property during a work-related emergency situation? *Please explain and provide any available documentation. Please include this question on the first line.*
4. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *You may attach documentation. Please include this question on the first line.*